



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City

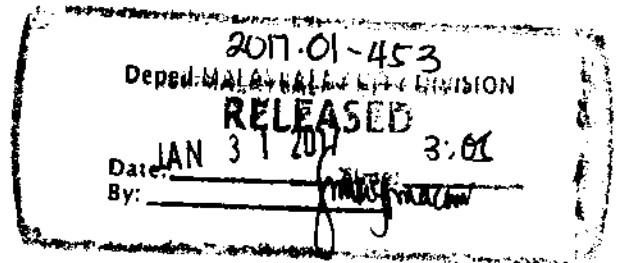


Telefax: (0880 or 088) 413-0094 email: depedmlyblycity@gmail.com

DIVISION ADVISORY

TO: Chief/ Education Program Supervisors and staff, SGOD and CID
Public Elementary and Secondary School Heads
All others concerned
This Division

FROM: *fx: Oplenaria*
EDILBERTO L. OPLENARIA, CESO VI
OIC- Schools Division Superintendent



DATE: January 31, 2017

SUBJECT: DISSEMINATION OF THE SCHEDULE OF TRAININGS FOR THE MONTH OF FEBRUARY AND MARCH 2017 TO BE CONDUCTED BY THE CIVIL SERVICE COMMISSION REGIONAL OFFICE X

1. For the information and guidance of all concerned, this office hereby disseminates the herein training announcement of the CSC Region X; re: **"SCHEDULE OF TRAININGS FOR THE MONTH OF FEBRUARY AND MARCH 2017 TO BE CONDUCTED BY THE CIVIL SERVICE COMMISSION REGIONAL OFFICE X"**.
2. Interested participants to the scheduled trainings should write a letter of intent to the Schools Division Superintendent attention; **Mr. Ferdinand V. Mortera, SEPS-HRD** one week before the scheduled dates of seminar.
3. Immediate and wide dissemination of this memorandum is highly desired.

Encl:

As stated

Copy furnished:

Records Unit

To be posted on the website.



REGIONAL OFFICE NO. 10

TRAINING ANNOUNCEMENT NO. 1, S. 2017

TO ALL GOVERNMENT AGENCIES, GOVERNMENT OWNED AND CONTROLLED CORPORATIONS, LOCAL GOVERNMENT UNITS AND STATE COLLEGES AND UNIVERSITIES IN REGION 10.

CIVIL SERVICE COMMISSION REGIONAL OFFICE 10 TRAININGS FOR THE MONTH OF FEBRUARY AND MARCH 2017

HARMONY IN THE WORKPLACE

This course is for heads of agencies and/or human resource officers who need to refresh their knowledge on public sector unionism and its benefits. Participants will also be given orientation on spirituality in the workplace, or non-adversarial communication, and on tobacco control.

Target learner: Head of agency, human resource officers, and/or union leaders

Date: February 1-2, 2017

Venue: To be announced

Registration fee: 3,600

For confirmation of attendance to this program, pls. go to this link: <https://goo.gl/cqnPwI>

SEMINAR WORKSHOP ON TECHNICAL WRITING

This course is for those who need to learn on writing and speaking effectively. Participants will go through the workshop on writing office correspondence, terminal report and winning presentation skills.

Target learners: All government employees who needs to learn writing and speaking effectively.

Date: February 8-9, 2017

Venue: To be announced

Registration fee: 3,600

For confirmation of attendance to this program, pls. go to this link: <https://goo.gl/1ffva7>

LEARNING EVENT ON STRATEGIC RSP

Hiring the right people in the organization is crucial. This course will give us the steps on strategic recruitment. Participants will go through the Workshop on the Steps for competency based recruitment, selection placement and Behavioral Event interview.

Target learners: PSB Chair, PSB Members, HRMOs and those who wish to learn on strategic recruitment.

Date: February 16-17, 2017

Venue: To be announced

Registration fee: 4,000

For confirmation of attendance to this program, pls. go to this link: <https://goo.gl/MvGj00>

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service

☒ Vamenta Boulevard, Carmen, Cagayan de Oro City ☎ Tel. Nos. (08822) 72-31-08/72-82-67 / HRD 71-00-56 / PALD 71-00-57 (088) 858-75-63

SDC Module 1: Personal Effectiveness

Enhancing the quality of first-line supervisors is essential in ensuring sustainability of all efforts directed to increasing employee productivity, improving quality of work life and delivering superior client service.

Training learner: Middle Managers, First Line Supervisors, would be supervisors and other employees performing supervisory functions.

Date: March 9-10, 2017

Venue: To be announced

Registration Fee: 4,000

For confirmation of attendance to this program, pls. go to this link: <https://goo.gl/4Noyxy>

Strategic Performance Management System

Guidelines in the establishment and implementation of agency strategic performance management system (SPMS) (CSC MC NO. 6, S. 2012)

Training learner: Middle Managers, First Line Supervisors, would be supervisors and other employees performing supervisory functions.

Date: March 15-16, 2017

Venue: To be announced

Registration Fee: 4,000

For confirmation of attendance to this program, pls. go to this link: <https://goo.gl/kSkZUF>

Gender Sensitivity Seminar

This course will introduce the participants to the basic gender concepts, myths, gender related concerns and other issues (health, poverty, human rights, gender as being pro-women, mainstreaming gender and helping violence against women victims.

Training learner: All government employees regardless of rank.

Date: March 21, 2017

Venue: To be announced

Registration Fee: 1,800

For confirmation of attendance to this program, pls. go to this link: <https://goo.gl/ce5am5>

A registration fee is charged per participant for this live-out training to defray cost of training materials, handouts, one meal and 2 snacks per day and other incidental expenses.

Participants are advised to confirm online 5 days before the date of the training program. Target participants for each class would be 40-50 pax only. Please come on time in business attire. Registration will start @ 7:30 am in the morning.

For inquires, you may contact us through hrd_csc10@yahoo.com or cellphone number 09177110406 / telephone number 855-0397.

Other training announcements will follow upon finalization of the training schedules.



ADAMS D. TORRES
Director IV